



The Royal Scottish Pipe Band Association

Music Board – Format Group

(Role description, duties and guidance)

Introduction / context.

The Royal Scottish Pipe Band Association (RSPBA) Music Board is a flexible team of dedicated volunteers appointed by the Branches [under rule 2.17] who are responsible to the Board of Directors for all matters and complaints pertaining to Music, Grading, Competition Format, Dress and Department of Band Members [rule 2.16].

Competition Format is key to the running of RSPBA competitions, the details have been noted in many minutes and documents in the past. The details have been brought together in a document “Reference Information on Competition Format” for approval by the Music Board Members to be used as a reference guide. The draft was circulated to the Music Board as part of the September 2019 meeting for comment, following inclusion of the applicable amendments the document will on agreement by the Music Board become a baseline at the 4th April 2020 Music Board meeting.

The Music Board needs to maintain the currency of the information within the “Reference Information on Competition Format” and ensure it is regularly reviewed, and through its editions (Versions) brought to the attention of Member Bands.

As documented in the January 11th, 2020 Music Board Minutes, it was agreed a sub-group would be formed to progress (sort out) matters relating to competition format. The Music Board through the convenor would produce a Terms of Reference for this “Format Group”.

Organisation and Reporting.

It is proposed that a sub group of the music board is established to undertake ownership of the “Reference Information on Competition Format” document and its ongoing maintenance, in accordance with rule 2.19.

Rule 2.19 - Within the Music Board Sub-committees may be formed, and Music Board shall have the power to co-opt members as required to achieve the objectives set subject to the approval of the Board of Directors. [2014 AGM]

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The Format Group will formally report on progress to the Music Board. The Music Board Administrator will prepare a summary of this report for inclusion in the Music Board minutes which are submitted to the Board of Directors.

The Music Board will then establish the membership of the sub-group. This will comprise of four fully elected members of the Music Board with a report to the Music Board being prepared on an agreed rotation.

The Music Board are required to agree the members of the Format Group annually at their January meeting and submit to the Board of Directors for approval for as long as the project is ongoing.

The members of the sub-committee shall work on the project by Email, telephone and Video Conferencing technologies, engaging with other Standing Committees, Branches and Branch members for information and views. If face to face discussions are needed these should ideally be pre / post the scheduled Music Board meetings.

Format Group Scope.

The Format Groups purpose is to maintain the currency of the information within the "Reference Information on Competition Format" and ensure it is regularly reviewed, and through its editions (Versions) brought to the attention of Member Bands. The group is responsible to the MB for: -

- Initiating, researching and developing all matters related to Competition format. (Phase 1).
- Consulting as deemed by the Music Board as a first principle with member Bands then with all relevant stakeholders as required. (Phase 2).
- Presenting recommendations following the above for consideration. (Phase 3).
- Maintaining and updating the Format guidance document as required. (Phase 4).

The process may iterate through the phases depending on the initiatives being addressed, each initiative may be in a different phase when included in the report to the Music Board.

Initiation Phase 1

- Annual Review.
- Request for clarification.
- Inclusion of additional Competition Information (Solos / WSD / ITD)
- Request from the Board of Directors / Standing Committees.
- Review the applicability of the Format to the Grade.

Format Group Progression Phase 2

- Fully document any changes
- Align with changes to Adjudication and Standing Orders (if needed)
- Quantify the benefits expected from these changes.

- Consider the impact on competition format change (including adjudication needs) both organisationally and financially.
- Consider the likely impact on Minor contests.
- Consult as a first principle with member Bands for information and views
- Engage with the APMB through the Liaison Group function.
- Engage with Standing Orders and Steering Committee regarding any rule changes that may be required.

Proposal Phase 3

- Update the “Reference Information on Competition Format” document, and if needed the supporting proposal, so it can be agreed by the full music board.

AND WHERE there is a supporting proposal there: -

- Should be a review by all relevant stakeholders where the change may impact them.
- Should be a business case that supports the proposals being put forward.
- Is the need for the Directors to review the Music Board proposals (Note: The Board will have had full updates throughout the life of the project and as a result will have steered the findings in an appropriate direction).
- Must be a common understanding of the impact on rule changes and competitions both Majors and Local.

Implementation Phase 4

Decide the right time to issue / publish the updated “Reference Information on Competition Format”.

The timing may have to be aligned to: -

- An Event
- The need to Propose any rule changes needed to support the initiative at an AGM.
- Where appropriate notify the Membership at the AGM of the intention to run a pilot scheme.

Logistics:

Meetings to be pre/post Music Board meetings to save cost.

Obtain the approval of the Board of Directors for any expenditure required on additional meetings.